

sender's address
on the top
right-hand side

date on the
right-hand side

an informal
greeting, e.g.
'Dear'... or
'Hello'...

an introduction
that sets out
the purpose of
the letter

more details are
given in next
paragraph(s)

a conclusion finishes
the letter or sets
out what the sender
wants the recipient
to do next

ends with 'from',
'best wishes'
or 'love'

capital letter
to punctuate a
sentence

capital letter
for people

capital letter
for places

capital letter for
days of the week

capital letter
for the personal
pronoun 'I'

full stop

ideas and
sentences
joined with the
conjunction 'and'

common exception
words spelt
correctly

compound word

prefix 'un' used

plurals spelt
correctly

adding suffixes
-ing -ed -er to
a verb

adding suffixes
-er or -est to
an adjective

question mark

exclamation mark

adjective to
describe and
add detail